



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-589A1

PAGE NO.

1

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGING

Senior Ride

AGENCY

DIVISION

ITEM
NO.

DESCRIPTION

RETENTION

15.

This is an amendment to schedule C-589.
adding Item #15

MEDICAL ASSISTANCE AND CAB BILLS

These files contain bills for Medical Assistance Clients and records for County to bill Medical Assistance State Transportation fund. It also contains bills from cab companies for services rendered and copies of paid bills to same. They are filed chronologically.

Retain for three (3)
years, then destroy.

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

12/13/91
DATE

Serald A. Jones
SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

1/8/92
DATE

Edward C. Papenfuss
SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

12/17/91
DATE

David H. Williams
SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

FEB 13 1992

DATE

Edward C. Papenfuss
SIGNATURE

SIGNATURE